



## Alabama Department of Child Abuse and Neglect Prevention's RFP Training 2015

### Questions & Answers

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- **Can two people be in the grant application at the same time from the same agency?**  
Each agency will have only one username and password that they will share.
- **Do grantees have to put a narrative with their logic model?**  
No, but it is recommended you complete a narrative to keep for reference.
- **Do I have to justify my request for an increase in funding since the funding limit was increased?**  
Yes.
- **Is there a certain limit amount I can apply for with a public awareness/PR program?**  
There aren't any specified amounts this year.
- **Do we have to scan all job descriptions/resumes in one document?**  
Yes you are allowed only one upload per question or you can type the information directly in the text box.
- **Do we have to do mandatory reporting/protective factors each year?**  
You are required to have Mandatory Reporting Training each year but you only have to complete the Protective Factors training at the beginning of employment.
- **Is this a competitive grant?**  
Yes. Each year everyone has to apply.
- **How much information do we need to supply in the brief abstract section?**  
You will need to provide a concise summary to be used for reporting purposes. Just a couple of sentences.

- **If I am a current grantee and I merge with another grantee, would we be considered a new grantee?**  
No.
- **Can we upload different types of files or does it have to be PDF?**  
You can upload a Word document, Excel spreadsheet or PDF as long as it meets the file size requirements listed on that section in the Grant Application.
- **Once you get to the last page of the application, can you print out a hard copy before submission?**  
Yes. You have the ability to print an "Application Packet" which will show all of the answers you have supplied thus far.
- **Are spaces and punctuation counted in the overall character capacity limit?**  
Yes they are counted.
- **If an agency intends to expand their program to include several counties but the expansion hasn't been finalized, should the Agency still select the additional counties in "All Counties Served"?**  
Yes, you can select all counties you intend to serve.
- **Does an agency with several programs have to use a different name for each program?**  
It is recommended that each program have a different name so it won't be confusing to reviewers.
- **What happens if I press "Save Application" instead of exiting out of the application?**  
The application will be saved automatically as a "DRAFT" and will remain there until it is submitted or the deadline has passed.
- **How many usernames and passwords do I need if I have several programs?**  
Each organization will only have one username and one password to share.
- **How do you add several program applications under your one agency username?**  
You sign in using the username (email address) and password created in the registration process and click the link on the far left that says "Apply".